

**DPS****Montgomery County
Department of Permitting Services**

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)777-0311
Fax: (240)777-6262
<http://www.montgomerycountymd.gov/permittingservices>

**REQUIREMENTS FOR THE SUBMITTAL OF FIRE ALARM PLANS**

Effective: July 5, 2016

Supersedes: January 1, 2008

A. PERMIT PROCEDURES

1. Permits and submittals are required for all work. All information shall be submitted electronically using DPS eServices.
<http://permittingservices.montgomerycountymd.gov/DPS/general/Home.aspx#> You are required to indicate if the system is non-required by the building and/or fire codes.
2. Include any fee due at the time of submission.
3. The contractor listed on the permit application will be notified at the completion of the plan review automatically by the eServices system.
4. For projects within the [City of Gaithersburg](#), contact their Fire Marshal at (301) 258-6330
5. For projects within the [City of Rockville](#), contact their Fire Marshal at (240) 314-8240.

B. GENERAL SUBMITTAL REQUIREMENTS

1. Each drawing sheet shall be uploaded in the Drawings folder of ProjectDox as an individual file. File names shall be limited to 15 characters. Supporting documents (calculations and cut sheets) may be uploaded as a single file into the Documents folder of ProjectDox.
2. For submittals involving work on a portion of any plan (such as tenant work or partial revisions), the area of work shall be clearly indicated on the plans and a scope of work statement shall be included on the plans or in the supporting documents.
3. All information submitted for review shall be consistent with the approved architectural plans (as applicable) and shall be reflective of intended field conditions.

C. DRAWINGS -Each sheet to be uploaded as a single file into the Drawings folder of ProjectDox)

1. Project name and address (include all addresses if more than one building).
2. Project owner's name and address including zip code (tenant for tenant work; building owner for shell buildings).
3. Building construction permit number.
4. Contractor's name, address, telephone number, & contact person.
5. Symbols & abbreviations key.
6. Minimum scale for floor plans is 1/8" per foot.
7. Occupancy of all rooms and areas to be labeled. Separate list key with room #'s unacceptable.
8. Location of all partitions and doors.
9. Rating of any fire walls, partitions, doors, and associated detection.
10. Smoke partitions, doors, duct penetrations, and associated detection.

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**D. EQUIPMENT**- (To be uploaded into the Documents folder of ProjectDox)

1. Include catalog cuts for all equipment to be used.
2. For system additions, submit existing equipment catalog cuts for coordination and to check compatibility.
3. Annotate all catalog cuts to show exact model(s) to be used.
4. Include system devices provided by others such as duct detectors and door holders.
5. Proposed final annunciator layout. Orient diagram to match the viewing angle.

E. WIRING DIAGRAM/RISER DIAGRAM-

1. This must be a point-to-point diagram showing all terminal connections at devices and panel(s).
2. Typical circuits or devices may be shown once.
3. Where applicable specific information about how survivability requirements are being met shall be included with the wiring/riser diagram.
4. Show all devices and panels.
5. Give all wire counts and circuit classifications.

F. SEQUENCE OF OPERATIONS-

1. For all initiating devices, show all system outputs such as audible & visual devices, annunciation, door & damper closure, AHU shutdown, door unlocking, smoke control system activation, sprinkler system activation, ect.
2. This must be in matrix form for all high-rises.

H. CALCULATIONS-

1. Battery calculations shall be provided for all affected panels and amplifiers. This shall include the alarm and supervision time(s)
2. Voltage drop calculations shall be provided for all notification circuits affected by work.
3. All calculation shall include existing to remain and new appliances.